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TCS-10772-64

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TCS-10772-64 4 December 1964 Copy

MEMORANDUM FOR: Assistant for Administration, NPIC

SUBJECT:

PSD Report for November 1964

- 1. This report for the month of November 1964 depicts the production and services rendered by the Production Services Division.
- 2. The Photo Lab processed 178 briefing graphics resulting in 6,188 reproductions for dessimination to the Intelligence Community. Of the total lot output 5,358 pieces were for DOD, 10,502 for CIA, 14,295 for NPIC . There were 599 request in support of "N" Projects involving 404 rolls of film and 50 pieces of cut material and 824 request for support to "S" Projects requiring 1,089 rolls of film and 684 pieces of cut materials.

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- 3. The Reproduction and Printing Branch provided 2,818 diazo and 3,512 photostat reproductions in addition to their output shown in the attachment.
- 4. The Information Control Branch serviced 1,903 request involving 3,114 pieces of material for support to Phase I and II type operations. 104 new missions were received, controlled and disseminated.

Chief,	Production Services Division, NPIC	1

Attachment:
As stated



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TCS-10772-64(Attachment) 4 December 1964

PRODUCTION SERVICES DIVISION Report for November 1964

1. Photographic Laboratory Branch

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•	Category by Type Ac			Monthly	Average /l			October 1			ovember 1			. 1
		No	o. Requests		· No	o. Items	No. Reque	sts	No. Items	· No	o. Reques	ts ′.	No. Items	
			\$	N. Proj.	S. Proj.	Total		N. Proj	S. Proj.	Total		N. Proj.	S. Proj.	Total
	Copy Camera Enlargements		-401 - 636	1,805 3,945	1,222 4,564	3,027 8,509	417 601	1,958 4,394	946 5,116	2,904 9,510	298 644	1,153 3,182	1,766 5,003	2,919 8,185
	Contact Prints Totals		522 1,559	7,188 12,938	11,409 17,195	18,597 30,133	482 1,500	8,670 15,022	12,521 18,583	21,191 33,605	481 1,423	6,054 10,389	13,009 19,778	19,063 30,167
			-,,,,,	- ,,,,,,		3-,-33	_,_,	_,,	,,,-3	. 55,7	_,		>,	. 5-,

Reproduction Printing Branch

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	Category by Type Document	No. Reports	hly Average /l No. Impressions	No. Reports	No. Impressions	November 1964 No. Reports	No. Impressions
	Phase I Immediate Reports /2 Phase II Immediate Reports /3 Reports & Briefs /4 Other Publications /5 Miscellaneous	16 20 68 5	179,996 355,368 357,783 121,221 244,276	17 21 49 4	238,104 331,980 333,014 140,550 162,430	16 19 68 2	135,445 262,710 317,980 80,040 277,967
ŀ	Totals	109	1,258,644	91	1,206,078	105	1,074,142

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PRODUCTION SERVICES DIVISION Report for November 1964

Information Control Branch

Category	bv	Type	Activity

Registry Activities	Monthly Average /1	October 1964	November 1964
Disseminations $\frac{6}{6}$ No. of Documents Handled	2,522 40,932	2,705 42,551	2,671 38,489
Files Activities	•		· • • • • • • • • • • • • • • • • • • •
Requests Items Loaned Bulk Shipments Handled No. of Boxes Total Weight (Pounds)	2,648 15,802 263 2,098 101,837	2,770 16,646 329 1,769 79,458	2,742 16,742 238 2,549 126,610
Courier Activities			
No. of Pouches Handled No. of Courier Runs No. of Miles Driven Internal Courier Services (Pieces)	3,622 557 9,147 11.492	3,400 617 8,975 12.099	3,702 520 9,217 11,204

/1 - Averages established during September, October and November 1964.
/2 - Includes OAK, IPIR and SitSum Reports only.
/3 - Includes MCI & MCP Reports only.
/4 - Includes all reports except those in /2 and /3 above.
/5 - Includes Technical Publication, Committee and Special Studies.
/6 - Includes all documents and items requiring controls by report and/or copy number.

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